# Chapter 7 :
# Receiving, storage, and Inventory

# Receiving

- Is the point at which foodservice operations inspect the products and take legal ownership and physical possession of the items ordered

- The goals :
  - To ensure that the food and supplies delivered match pre-established specifications for quality and quantity
  - To prevent product loss by mishandling and theft

# Receiving process

- Good receiving program should include clearly written policies and procedures for:
  - Coordination with other departments
  - Training for receiving personnel
  - Parameters of authority and supervision
  - Scheduled receiving hours
  - Security measures
  - Documentation procedures

# Poorly planned receiving program

- Short weights
- Substandard quality
- Double billing
- Inflated prices
- Mislabeled merchandise
- Inappropriate substitutions
- Spoiled or damaged merchandise
- Pilferage or theft

# Coordination with other departments

- Receiving needs a well coordination with three main areas:
  1. Purchasing department
     - In cooperation with the food manager, they set standards of quality that used by the receiving personnel
  2. Production department
     - Depends on the receiving unit to get needed food and supplies for the scheduled production

# Coordination with other departments

## 3. Accounting department

- Responsible for processing the billing of food and supply purchases
- Receiving record must be completed and submitted to accounting on time so that payments are made on time
- Handle the discrepancies between what was ordered and what was delivered

# Receiving personnel

- Either by a specific well trained employee
- Or by any employee scheduled when a delivery arrives

# Receiving clerk (storeroom clerk)

- Needed qualifications:
  - Knowledge of food quality standards
  - Ability to evaluate product quality and recognize unacceptable product
  - Understanding of the proper documentation procedures

# Facilities and Equipment

- Receiving area should be as close to the delivery docks as possible
- With easy access to the storage facilities of the operation

# Facilities and Equipment

- Scales (platform model, countertop model)
- Thermometers
- Opening devices (short blade knives, crate hammers)
- Specifications
- Purchase order
- Documentation records

# Scales


CAS
Counting feature is not legal for trade
MODEL: ED
CHARGE
0.000 lb
CAPACITY: 15 lb x 0.005 lb / 30 lb x 0.01 lb, 6 kg x 2 g / 15 kg x 5 g
6000 g x 2g / 15000 g x 5g, 200 oz x 0.1 oz / 400 oz x 0.2 oz
*
SET
MODE
PRINT
SAMPLE
ZERO
TARE
ON
OFF

# The receiving process

- Involves 5 key steps:
  1. Physical inspection of the delivery, check it against the purchase order
  2. Inspect the delivery against the invoice
  3. Accept the order if specifications are met
  4. Complete receiving records
  5. Transfer goods to appropriate storage

# Methods of Receiving

1. The blind receiving method
2. The invoice receiving method

# 1. The blind receiving method

- Providing an invoice or purchase order (quantities have been erased) to the receiving clerk
- The clerk must quantify each item, and record them on the blind order
- Compare the blind with the original order

# 1. The blind receiving method

- Offers unbiased approach by the receiving clerk
- This approach forces the receiving clerk to make a serious check of the delivery
  - Must weigh the items, and count them
- BUT, time consuming and labor intensive

# 2. Invoice receiving method

- The receiving clerk checks the delivered items against the original purchase order and notes any deviations

- Efficient , but requires careful evaluation by the clerk to ensure that the delivery is accurate

# Storage

- When planning, there should be a straight line from the receiving dock to the storeroom and refrigerators

- Short distance between the receiving and storage:
  - Less labor required .
  - Less pilferage
  - Less deterioration of food products

# Storage time and temperature

| Food | Suggested Maximum Temperature (°F) | Recommended Maximum Storage | |
|---|---|---|---|
| Canned products | 70 | 12 months | |
| Cooked dishes with eggs, meat, milk, fish, poultry | 36 | Serve day prepared | |
| Cream filled pastries | 36 | Serve day prepared | |
| Dairy products | | | |
| Milk (fluid) | 40 | 3 days | In original container, tightly covered |
| Milk (dried) | 70 | 3 months | In original container |
| Butter | 40 | 2 weeks | In waxed cartons |
| Cheese (hard) | 40 | 6 months | Tightly wrapped |
| Cheese (soft) | 40 | 7 days | In tightly covered container |
| Ice cream and ices | 10 | 3 months | In original container, covered |
| Eggs | | | |
| Shell, fresh | 40 | 3 weeks | Unwashed, not in cardboard |
| Pasteurized liquid | 40 | 3 days (once container is open) | Loosely wrapped |
| Hardcooked | 40 | 7 days | In covered container |
| Fish (fresh) | 36 | 2 days | |
| Shellfish | 36 | 5 days | |
| Frozen products | | | |
| Fruits and vegetables | 0 (to –20) | 1 growing season to another | Original container |
| Beef, poultry, eggs | | 6–12 months | Original container |
| Fresh pork (not ground) | | 3–6 months | Original container |
| Lamb and veal | | 6–9 months | Original container |
| Sausage, ground meat, fish | | 1–3 months | Original container |
| Fruits | | | |
| Peaches, plums, berries | 50 | 7 days | Unwashed |
| Apples, pears, citrus | 50 (to 70) | 2 weeks | Original container |
| Leftovers | 36 | 2 days | In covered container |
| Poultry | 36 | 1–2 days | Loosely wrapped |
| Meat | | | |
| Ground | 38 | 2 days | Loosely wrapped |
| Fresh meat cuts | 38 | 3–5 days | Loosely wrapped |
| Liver and variety meats | 38 | 2 days | Loosely wrapped |
| Cold cuts (sliced) | 38 | 3–5 days | Wrapped in semimoisture-proof paper |
| Cured bacon | 38 | 7 days | May wrap tightly |
| Ham (tender cured) | 38 | 1–6 weeks | May wrap tightly |
| Ham (canned) | 38 | 6 weeks | Original container, unopened |
| Dried beef | 38 | 6 weeks | May wrap tightly |
| Vegetables | | | |
| Leafy | 45 | 7 days | Unwashed |
| Potatoes, onions, root vegetables | 70 | 7–30 days | Dry in ventilated container or bags |
| Mayonnaise (commercial) | 40 | 2 months after opening | |
| Salad mixtures: egg, chicken, tuna, ham, macaroni | 40 | 3–5 days | |
| Soups and stews, fresh | 40 | 3–4 days | |
| Soups and stews, frozen | 0 (to –20) | 2–3 months | |
| Sausage, raw from pork, beef, turkey | 40 | 1–2 days | |
| Sausage, frozen | 0 (to –20) | 1–2 months | |

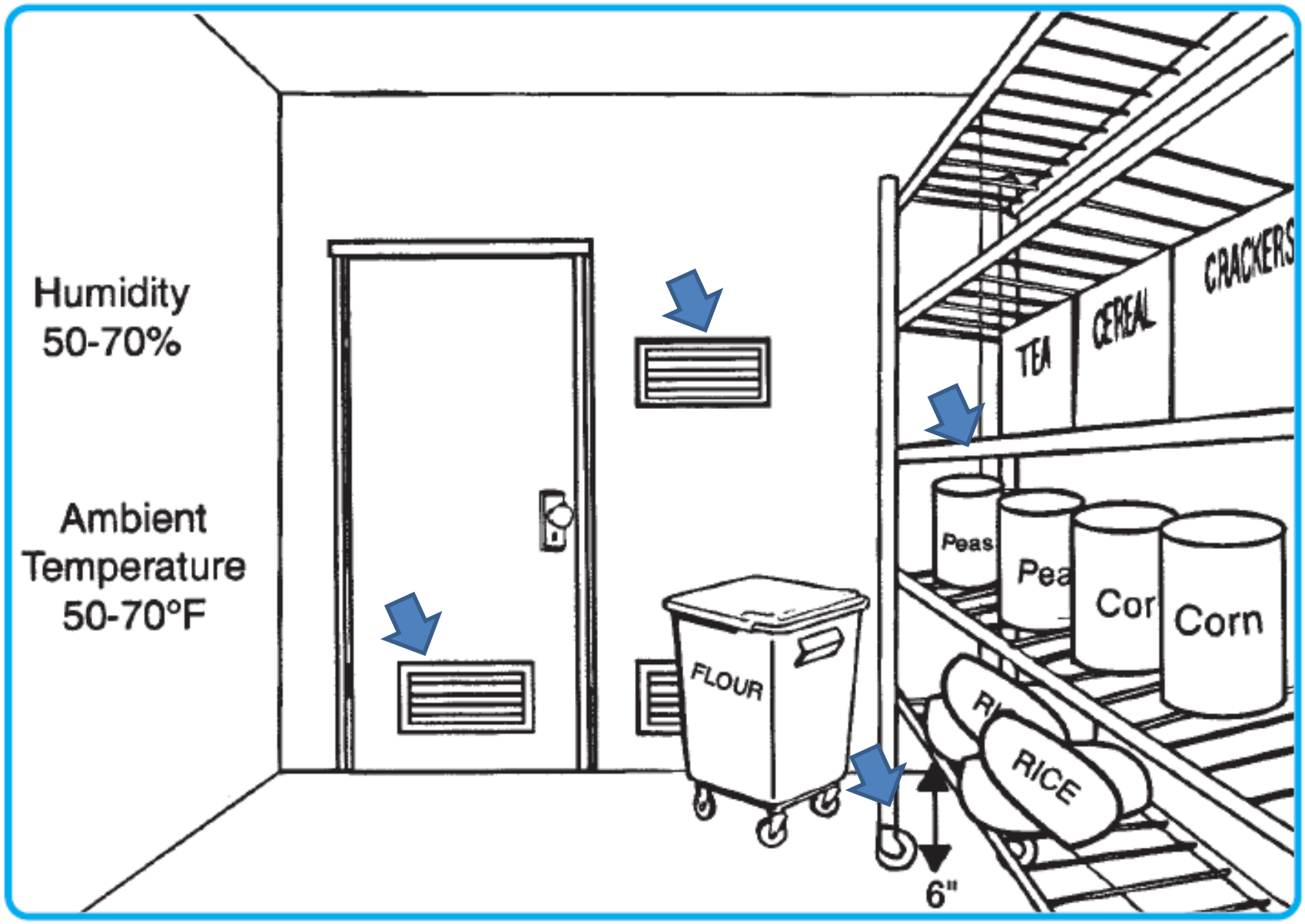
**Figure 7.3** Suggested maximum storage temperatures and times.

# 1. Dry storage

- **Should be:**
  - Dry
  - Cool
  - Well ventilated
  - In location that convenient for receiving and preparation
- **For :**
  - Nonperishable foods ( no refrigeration)
  - Paper supplies
  - Cleaning supplies ( in separate room)

# 1. Dry Storage : Temperature and Ventilation

- Temperature not over 70 F (21 C)
- Dry
  - Dark, damp areas → molds → deterioration of flour, rice, …
- Insulated pipelines ( to prevent leakage on food)


Humidity
50-70%
Ambient
Temperature
50-70°F
TEA
CEREAL
CRACKERS
Peas
Corn
FLOUR
RICE
6"

# 1. Dry Storage : Temperature and Ventilation

- No direct windows ( if does : should painted opaque to prevent direct sunlight)

- Ventilation through:
  - Wall vents ( to permit air circulation)
  - Containers of food should be cross stacked

# Storeroom arrangements

- Containers should stored on racks or shelves rather than on floor or against walls
- Containers should be dated! And stored according to FIFO
- Shelves should be far enough off the floor and away from the wall → to permit a free flow of air

FIRST IN
Newest

FIFO

FIRST OUT
Oldest


PREMIUM

# Sanitation of dry storage area

- Preventive measure from insects and rodents
  - Use insecticides
  - Rodenticides
- Regular cleaning schedule

# 2. Refrigerated and Freezer Storage

- Fresh and frozen foods → should be stored immediately after receiving
- For:
  - Fresh fruits and vegetables : 40-50 F (4 – 10 C)
  - Meat, poultry and dairies: 32-40 F ( 0- 4 C)
  - Frozen foods : 0- -10 F ( -17 - -23 C)

- Also according to FIFO

- Fruits and vegetables should be checked daily for ripeness and decaying pieces to prevent further spoilage

# 2. Refrigerated and Freezer Storage

- Walk in refrigerators :
  - For general and short term storage
- All refrigerators should be provided with **thermometers**
- Temp. should be checked twice daily
- Should be cleaned at least weekly , and remove the spills immediately

# Reach in refrigerators

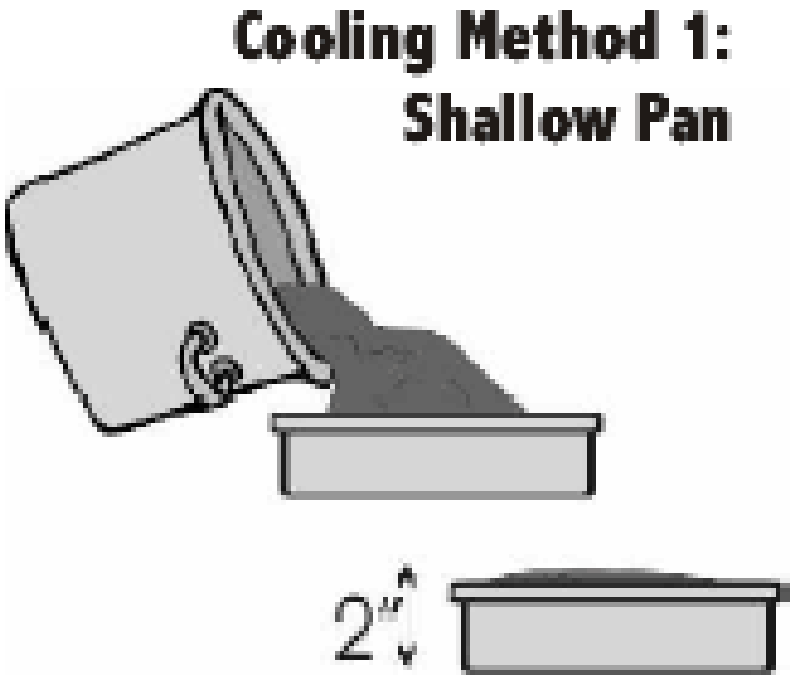
- Located near workstations for storage of daily perishables and foods in preparation

# 2. Refrigerated and Freezer Storage

- Hot foods should be placed in shallow pans to chill as soon as possible after preparation

- Cooked meats should be stored above raw meats in the ref. and freezers

# Cooling methods



**Door shelves**

*Condiments*

**Upper shelves**

*Foods that dont need cooking*

**Lower/middle shelves**


*Dairy*

**Bottom shelves**

*Raw meat and fish*

**Drawers**

*Vegatables, herbs and fruits*

# Inventory Records

- Control system to :
  - Record all food products and supplies as they are received and stored
  - And again, as they are issued for use in production or other area

# Receiving Record

- After inspecting the received supplies, they should be recorded on the **receiving record form. (fig 7.7)**

- And compare it against the purchase order, the delivery slip, and the invoice

# Issuing

- Authority to removing the food from the storeroom should be assigned to one person only !
  1. Storeroom purchases (should be moved from the storeroom only by requisition form)
  2. Exception -- Direct issues ( perishable foods that are to be used the same day of receiving → and sent directly to production units)

# Issuing

- Controlled process of transferring foods from storage to a place where they can processed

- Compiling a  list of supplies needed for production and service of the day's menu
- Then, the list is submitted to the storeroom clerk
- The order is filled and delivered to the appropriate department

# Inventory methods

- They serve to indicate:
  1. the rate of stock usage
  2. The amounts of replacement units needed
  3. Types and size of stock on hand
  4. Dollar value of stock in hand

# Inventory

- Perpetual inventory
- Physical inventory

# Perpetual inventory

- Is a *running record* of the balance on hand for each item in the storeroom

- Provides continuing records of food and supplies purchased, in storage, and used

# Perpetual inventory

- Items received are recorded from the invoices
- And the amounts are added to the previous balance on hand (recorded from the requisition orders)

# Physical inventory

- An actual count of items in all storage areas
- Taken periodically
- 2 persons work together ( one from outside the storeroom area)
- Developing a printed form ( fig 7.10)

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Physical Inventory _____ 20 ____

| Classification | Item | Unit | Quantity | Unit Price | Total Cost |
|---|---|---|---|---|---|
| Beverages: | | | | | |
| | Coffee | 14 oz pkg | | | |
| | Tea, iced | 1 gal | | | |
| | Tea, individual | 100/Box | | | |
| Cereals: | | | | | |
| | Assorted individual | 50/carton | | | |
| | Corn Flakes | 100/cs | | | |
| | Cream of Wheat | 1# 12 oz box | | | |
| | Hominy grits | 1# 8 oz box | | | |
| | Oats, rolled | 3# box | | | |
| | Ralstons | 1# 6 oz box | | | |
| | Rice, white | 1# box | | | |
| Cereal Products and Flour: | | | | | |
| | Cornmeal | Bulk/lb | | | |

TOTAL PAGE 1 _____

**Figure 7.8** A sample page from a physical inventory form.

# Physical inventory

- After completing the physical inventory:
  - The value of each item is calculated, and the total value of the inventory is determined
- Can be used as a check against the perpetual inventory records